



**CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
HEADQUARTERS GROUP VII, OHIO WING  
PSC BOX 10367, WRIGHT-PATTERSON AFB, OH 45433-5361**

20 November 2000

**MEMORANDUM FOR ALL GROUP VII PERSONNEL**

**FROM: CC**

**SUBJECT: Group VII Cadet Advisory Council (CAC) (CC-007)**

1. The Group VII CAC plays a vital role in group's operation and mission accomplishment. However, an active and successful CAC takes dedicated cadets willing to work and make a difference. It also takes commander involvement to ensure dedicated cadets are appointed to the CAC. I highly encourage all cadet unit commanders to appoint primary and alternate cadets to the CAC.
2. Appointments are made on the CAP Form 2a. The unit commander is the approving authority for CAC appointments. Each unit may appoint a primary and alternate representative. Units that have more than 20 cadets may appoint two primary representatives. Primary representatives should be at least C/SSgt, but this is not mandatory. Please ensure the cadet's address, telephone number, and e-mail address is provided in the remarks block of the CAP Form 2a. The original copy is filed in the cadet's personnel records and a copy is provided to the group.
3. The CAC year runs from September to September. Election of officers (chairman, vice chairman, and recorder) is held in September. Only primary representatives may vote for officers. All officers must have served at least one year as a primary representative before being elected. The Group Commander may waive this requirement. The chairman must be at least a Phase III cadet, while the vice chairman and recorder must be at least Phase II.
4. CAC meetings are held in conjunction with the Group VII Commander's Call; usually the first Monday of each month at 1930. The CAC is open to anyone who wishes to attend. However, only primary representatives may vote on issues at meetings. Alternates may vote only when the primary is absent. Wear of a CAP uniform is mandatory for all attendees. The group will appoint a senior member to serve as advisor. The advisor will not run the CAC meetings and is there only to provide advice and keep the meeting on track. The advisor will be a member of the cadet program officer's staff and can be an additional duty assignment.
5. Minutes of CAC meetings will be taken by the recorder. The recorder will prepare the minutes and route them through the Group Commander for approval before publishing them to the unit. The previous month's minutes will be ready for distribution by the next meeting. All actions and activities voted on by the CAC must have group commander approval before carrying out. All

minutes, actions, and activities will be sent to the group's cadet program officer for review and coordination before going to the group commander.

\* 6. The group commander is the approval authority for award of the CAC Ribbon (per OH WG/CC policy letter, 11 Oct 00). Only Ohio Wing CAC representatives may be awarded the ribbon and the criteria for award is unchanged from previous Ohio Wing policy. Cadets who have completed all requirements should have his or her home unit submit the CAP Form 2a to group for approval. Cadets may wear the appropriate color cord in accordance with higher headquarters policy.

7. The CAC will prepare a charter that will outline their policies and procedures. This charter must be approved by the group commander before implementation.

8. This supersedes the 4 Nov 00 policy letter, same subject. \* Denotes changed paragraph.

  
MICHAEL K. HOOD, Lt Col, CAP  
Commander